

1/19

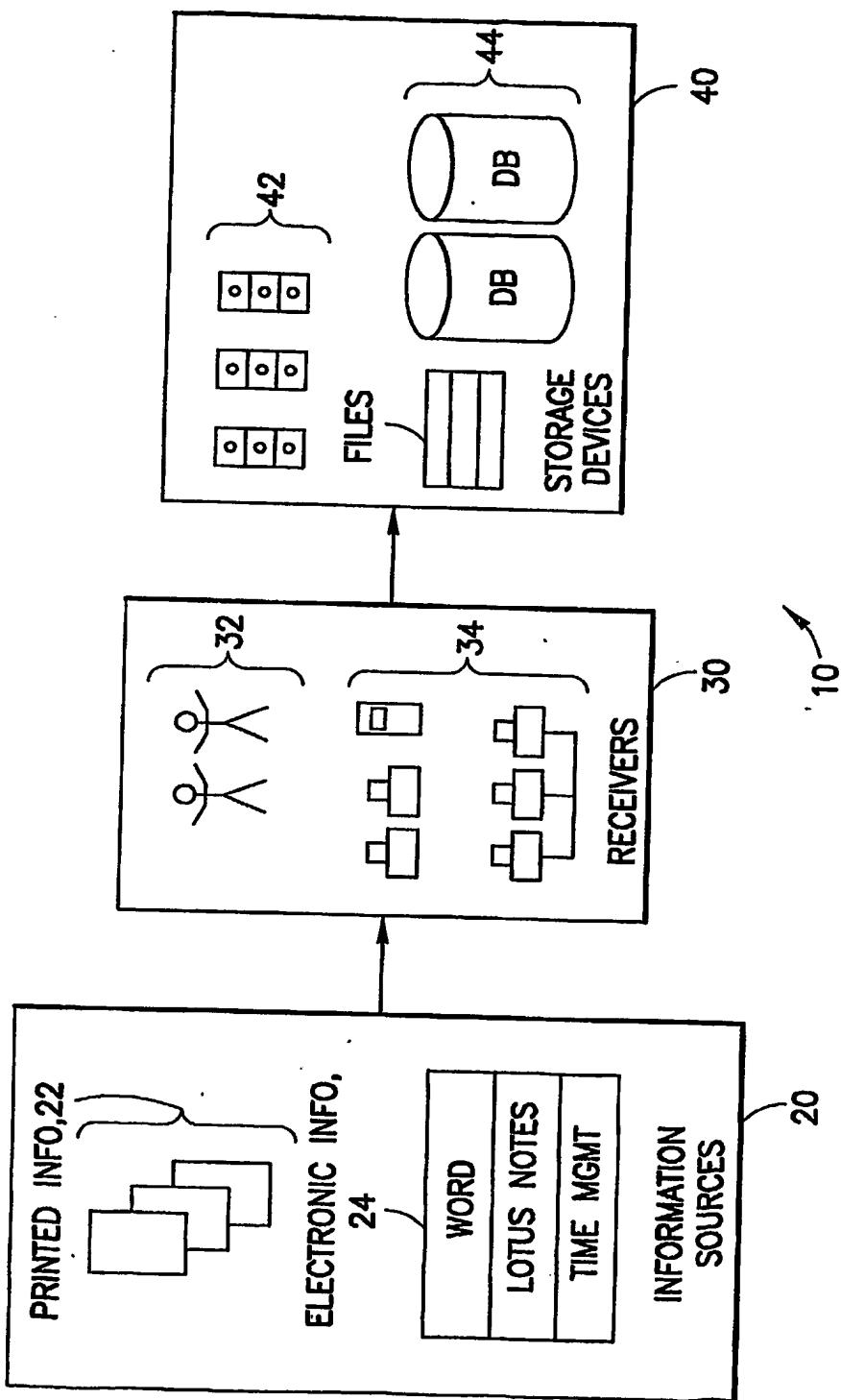
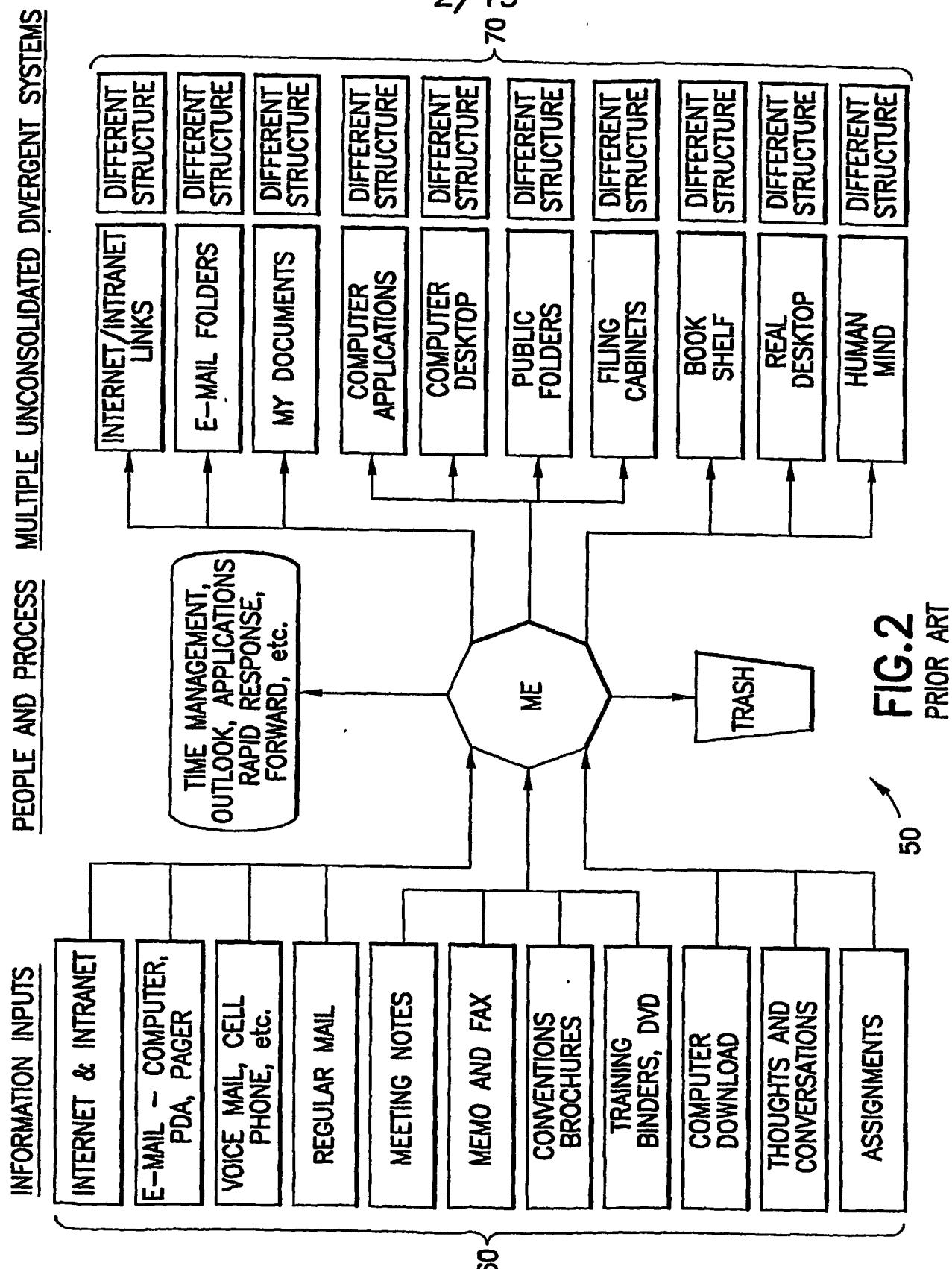


FIG. 1
PRIOR ART



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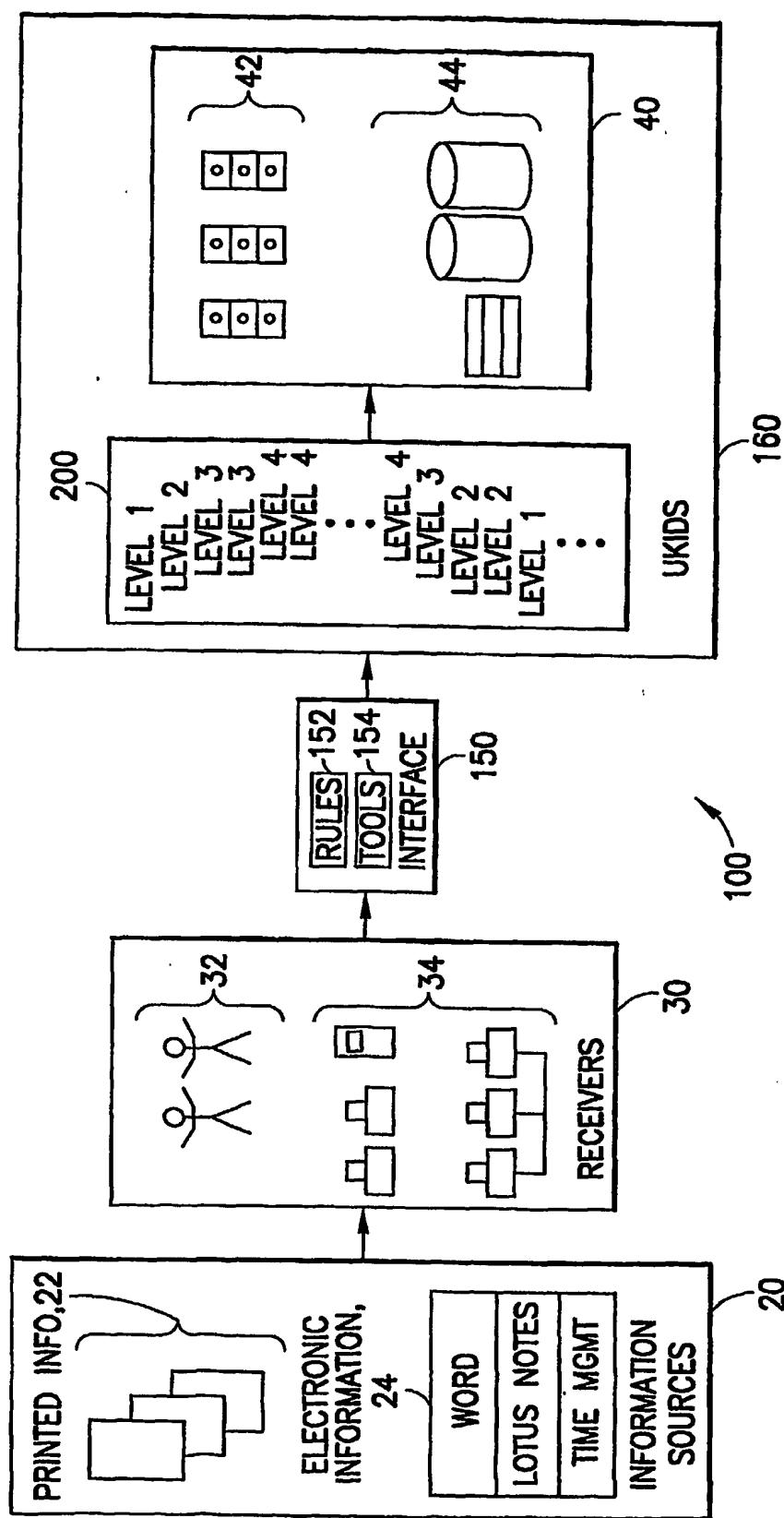


FIG.3

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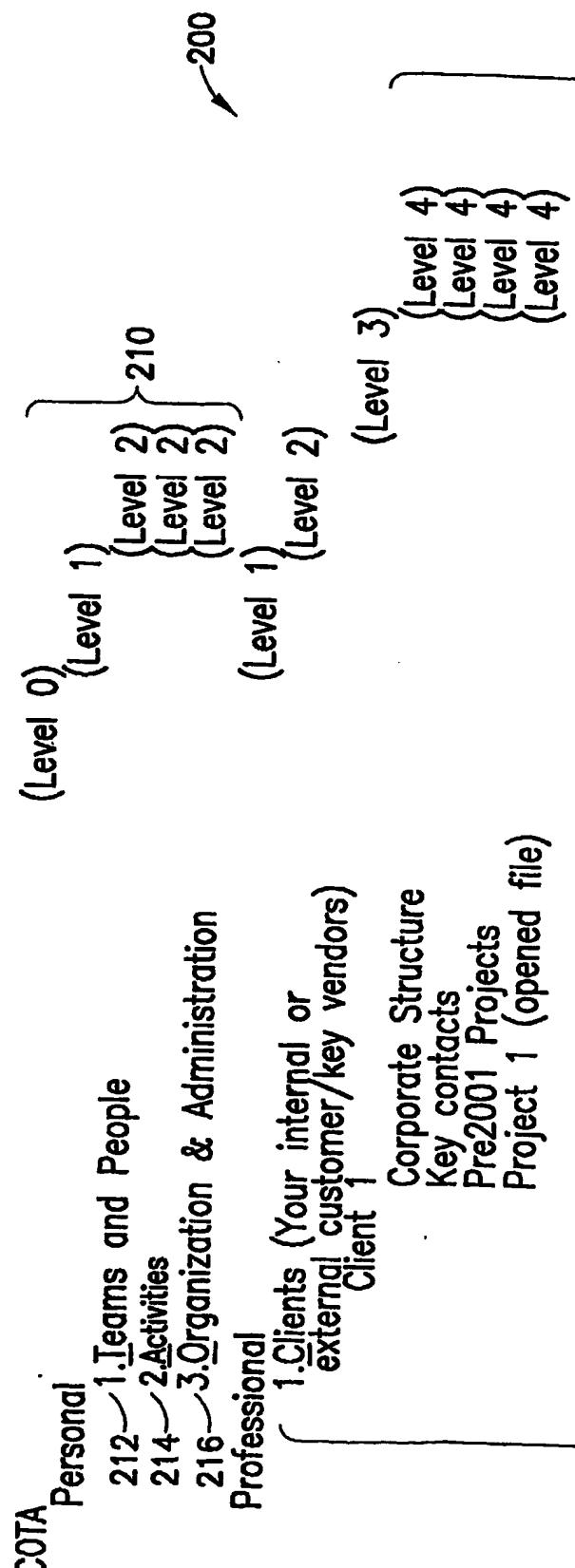


FIG.5A-1

FIG.5A

FIG.5A-1

FIG.5A-2

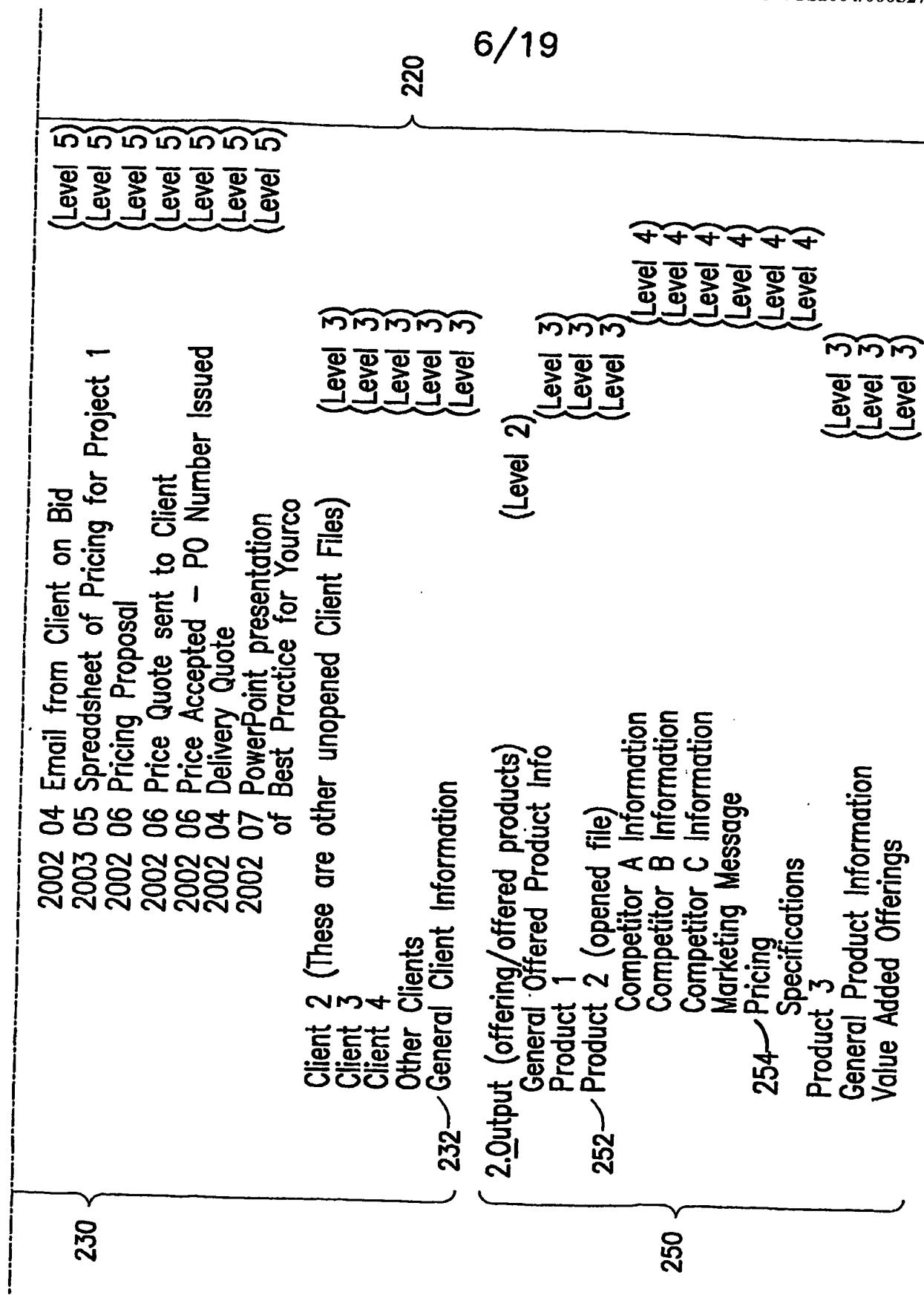
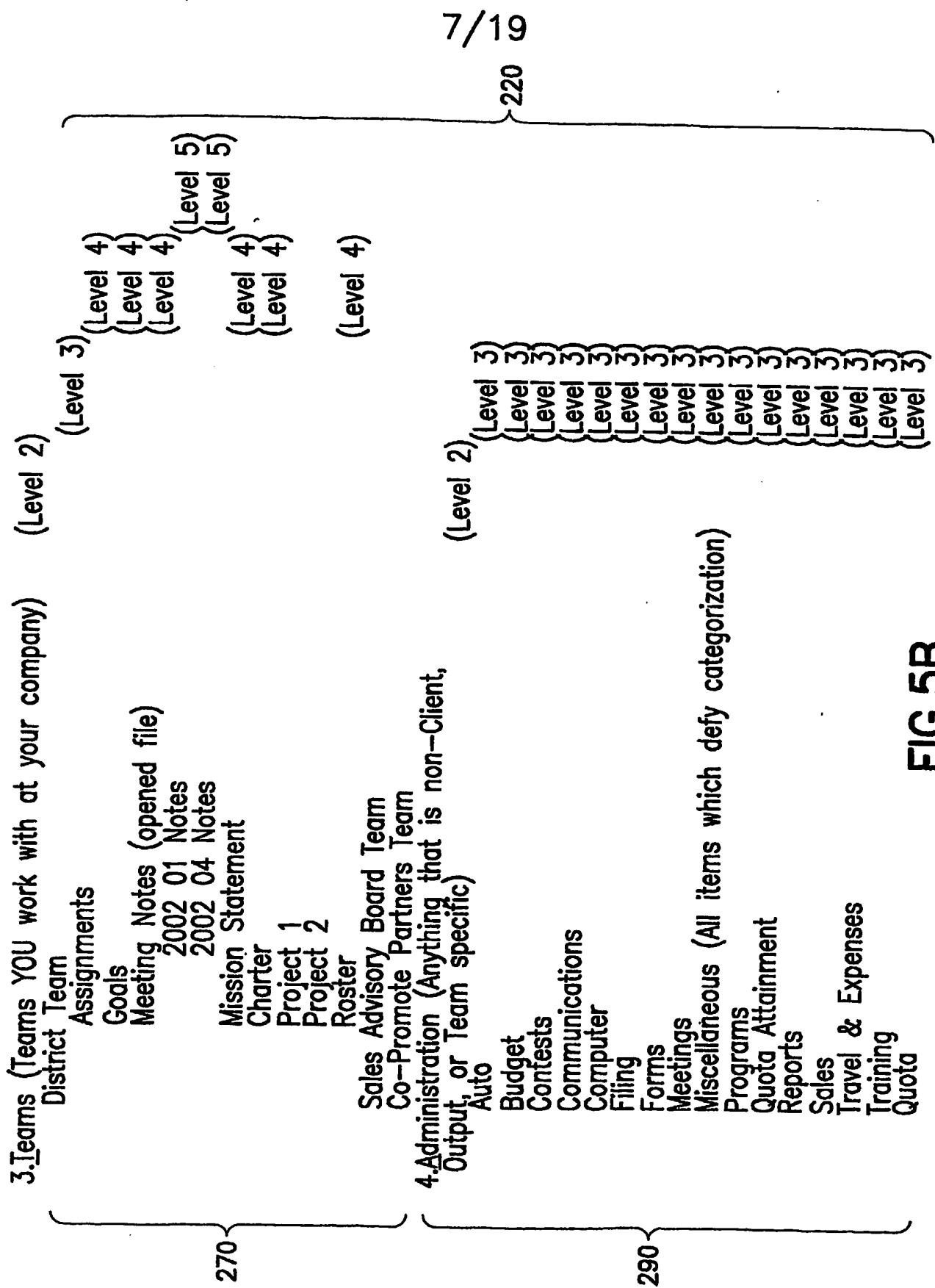


FIG.5A-2



SUBSTITUTE SHEET (RULE 26)

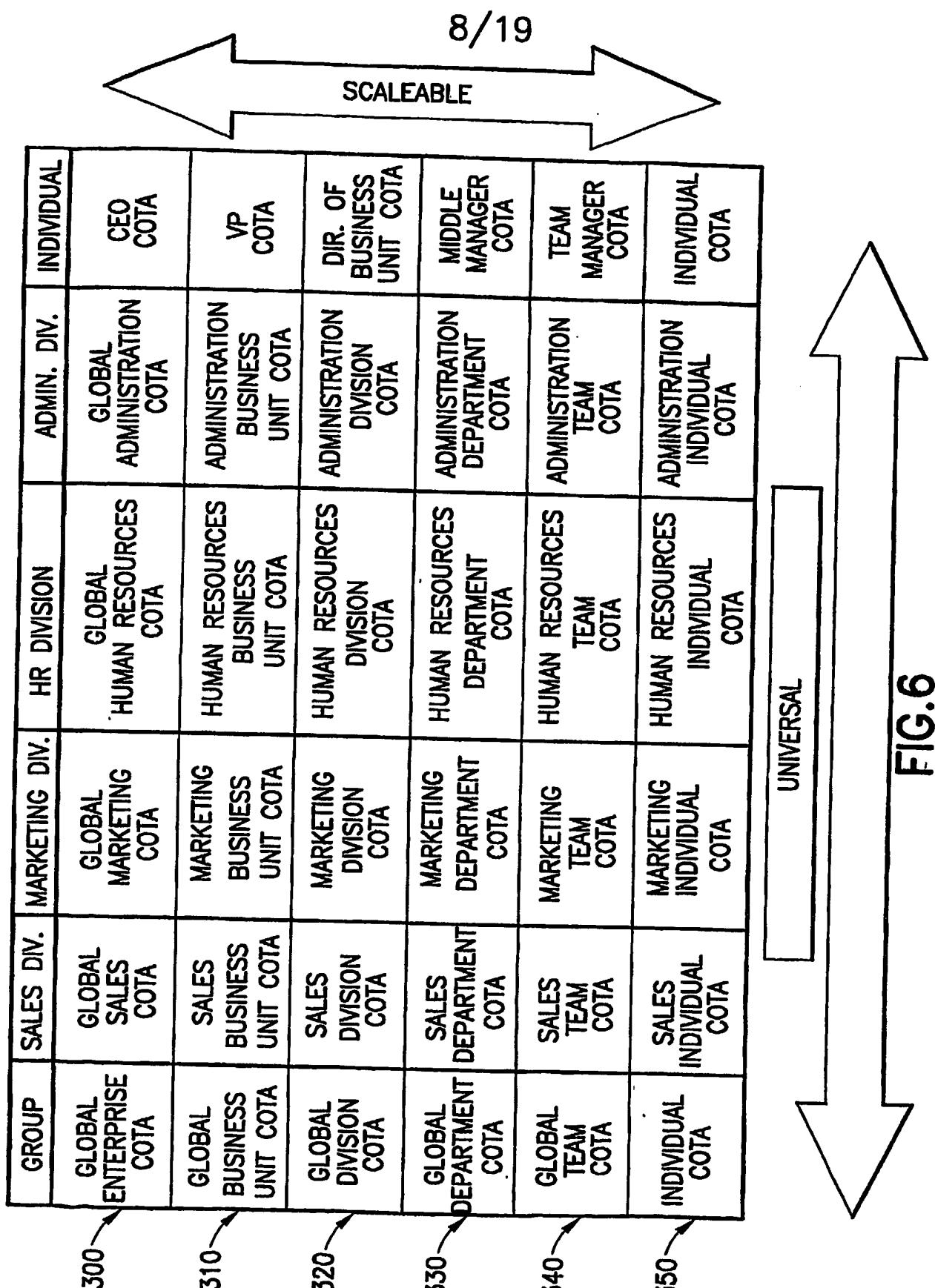


FIG. 6

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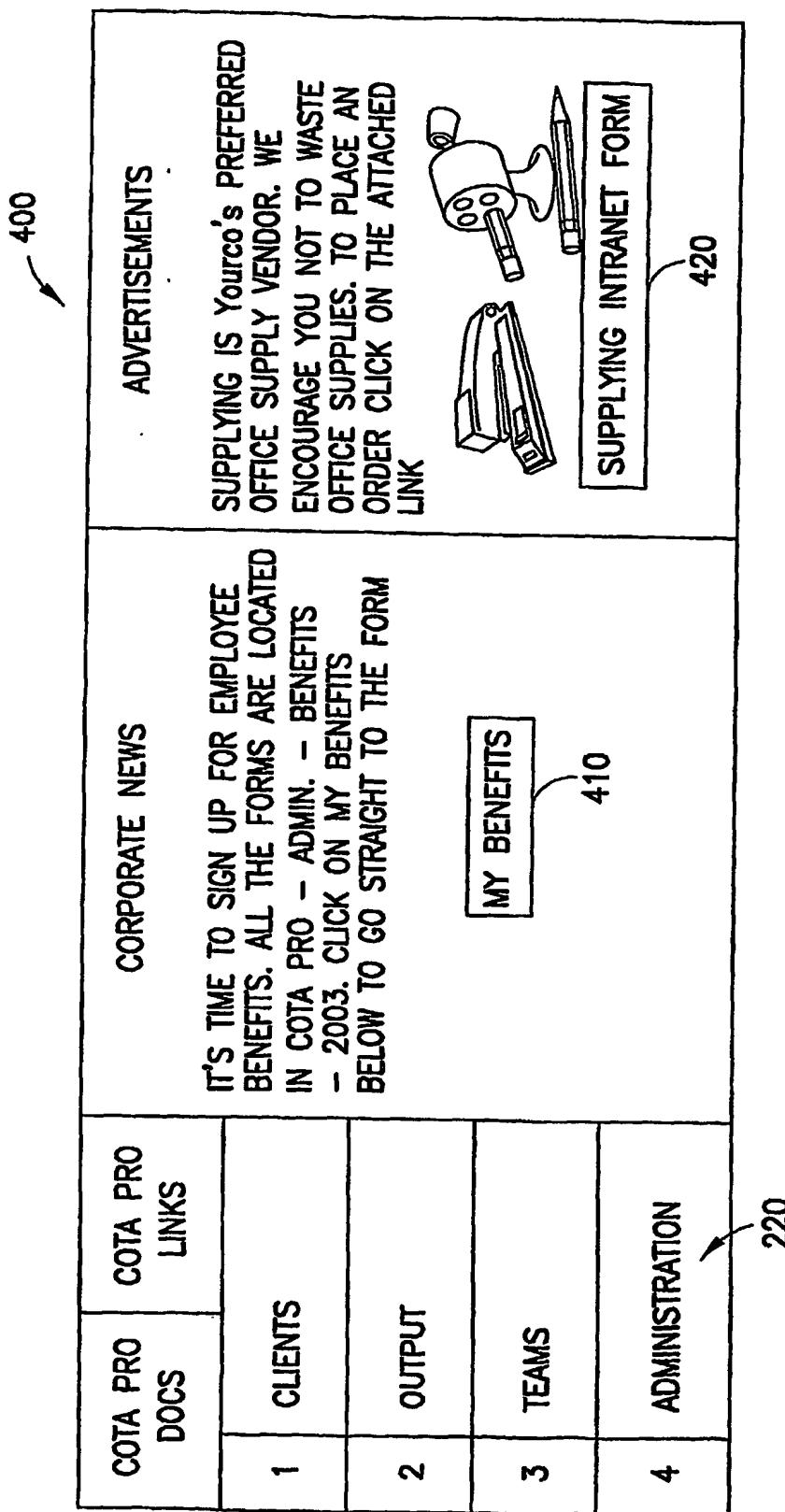


FIG.7

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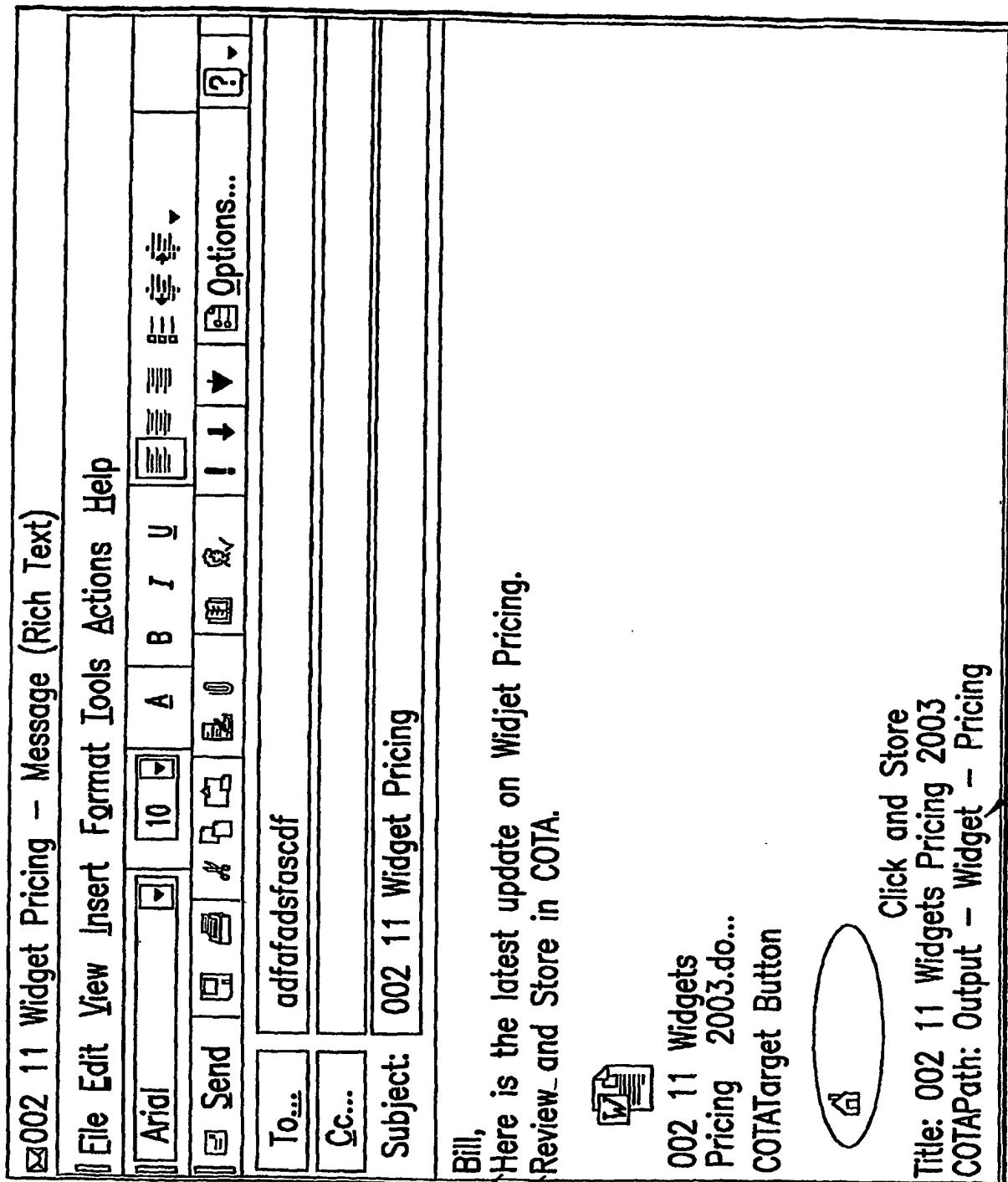


FIG.8

450

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SENDER	DOCUMENT DELIVERED	DELIVERY LOCATION	DOCUMENT
1 SALES ADMIN.	TERRITORY COMPOSITION REPORTS	1.CLIENT/GENERAL CLIENT INFORMATION/REPORTS	MONTHLY TERRITORY UPDATE REPORT NO MAJOR CHANGES
2 SALES ADMIN.	003 04 NEW CAR POLICY COMING IN JUNE	4.ADMIN/COMPANY CAR/NEW CAR POLICY	NEW CAR POLICY ONLY RELEVANT WHEN YOU HAVE OVER 50K MILES ON YOUR CAR
3 PUBLIC RELATIONS	003 04 PRESS RELEASE ABC CEO .ms	4.ADMIN/PR/CEO SPEECHES	OUR CEO'S POSITION ON WIDGETS AND THE ECONOMY
4 NEW ROSTER FOR SAN DIEGO DISTRICT	0 ROBAT DOCUME	3.TEAMS/DISTRICT TEAM/ROSTER UPDATE	SHERYL KELLY INFORMATION ADDED TO ROSTER
5 HR	003 04 MD LIST FROM HR.msg	4.ADMIN/HR/BENEFITS PLANS/MDs	2 NEW DOCTORS AVAILABLE THROUGH OUR HEALTH PLAN
6 MARKETING	003 04 COPY OF YESTERDAY'S PRESENTAT	2. OUTPUT/WIDGETS/MARKETING PRESENTATIONS	COPY OF YESTERDAY'S PRESENTATION ON WIDGETS AND THE AMERICAN WAY OF LIFE

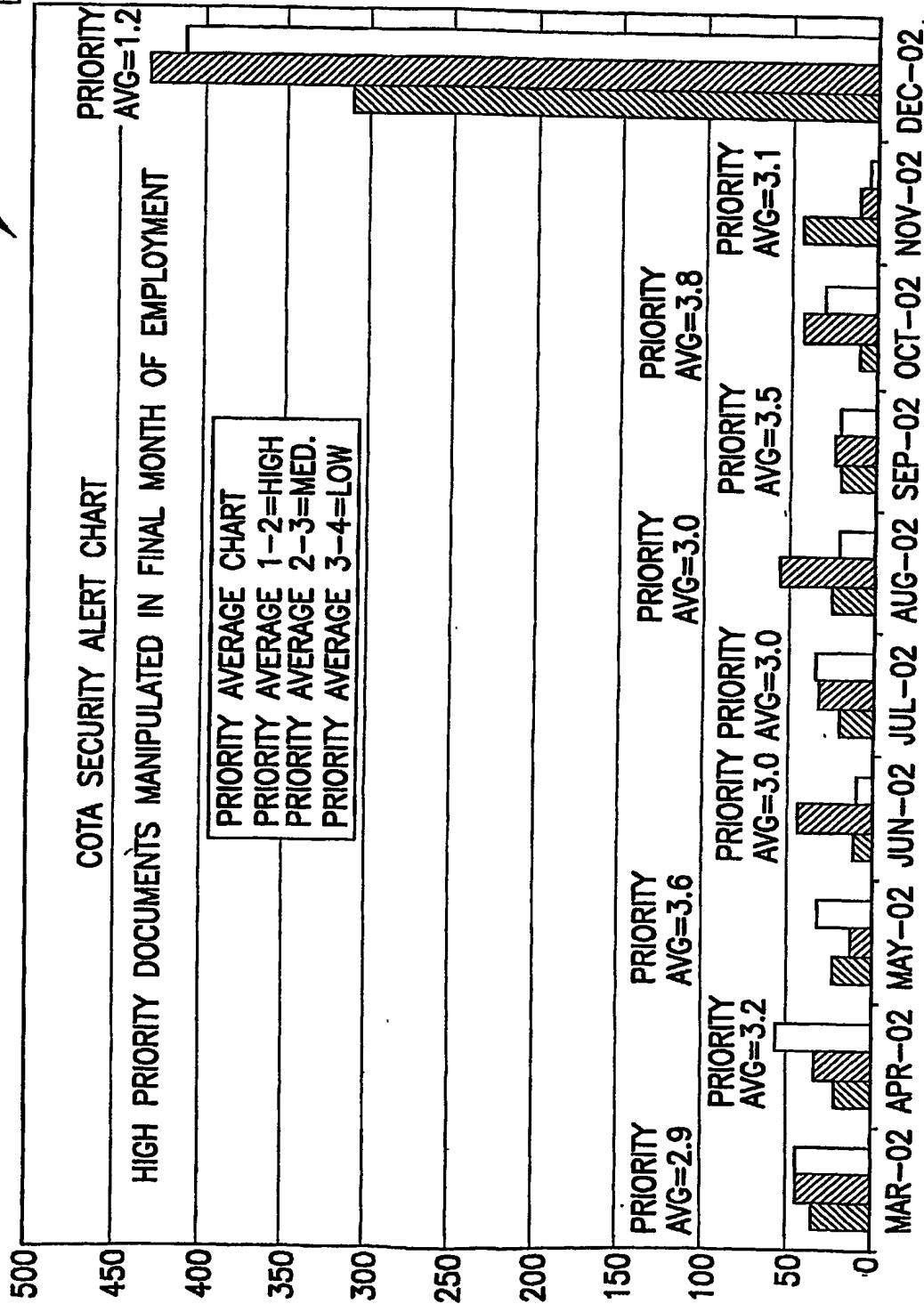
480
FIG. 9

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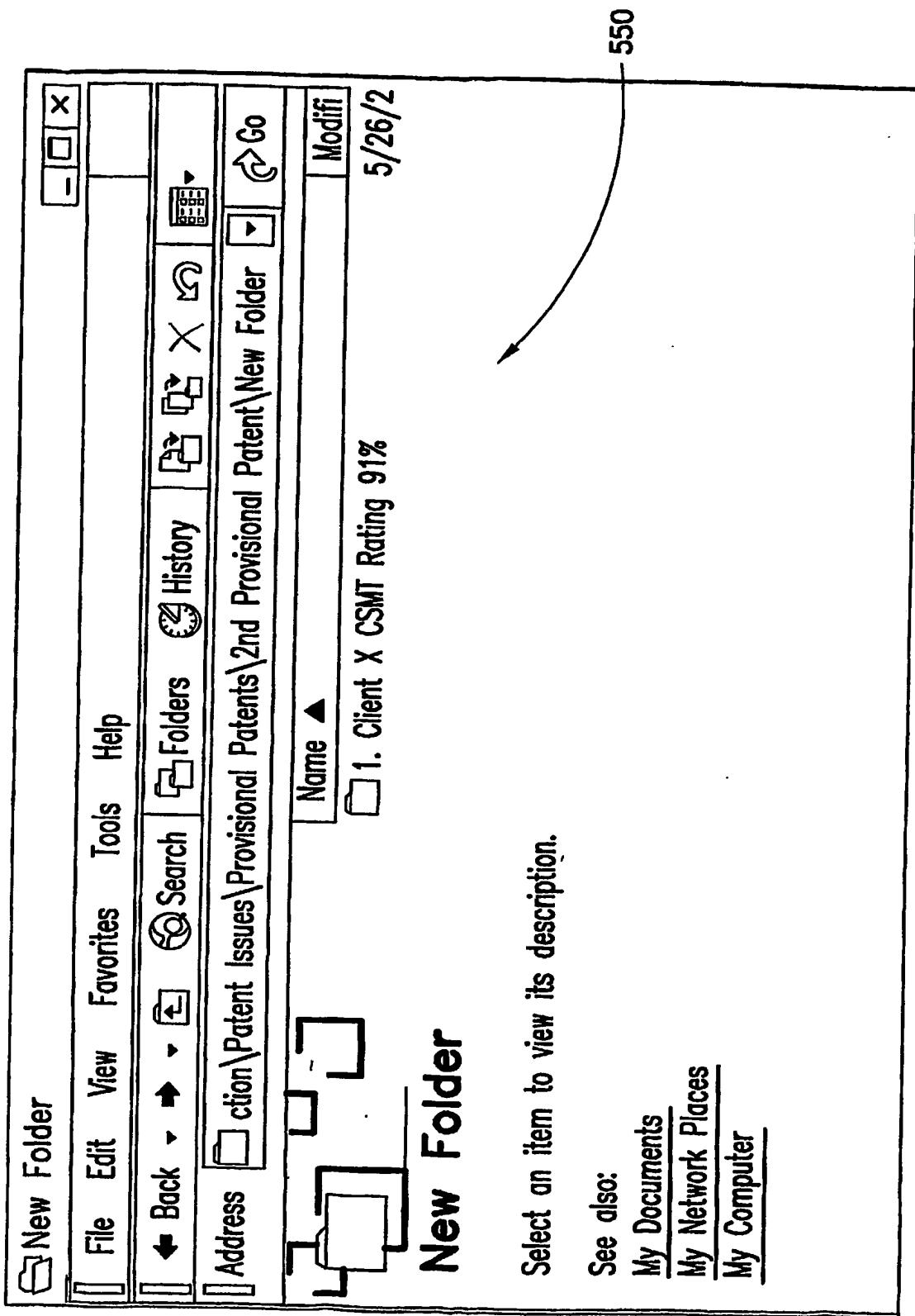


500 ↗

510 ↗

**FIG. 10**

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Select an item to view its description.

See also:

My Documents
My Network Places
My Computer

FIG. 11

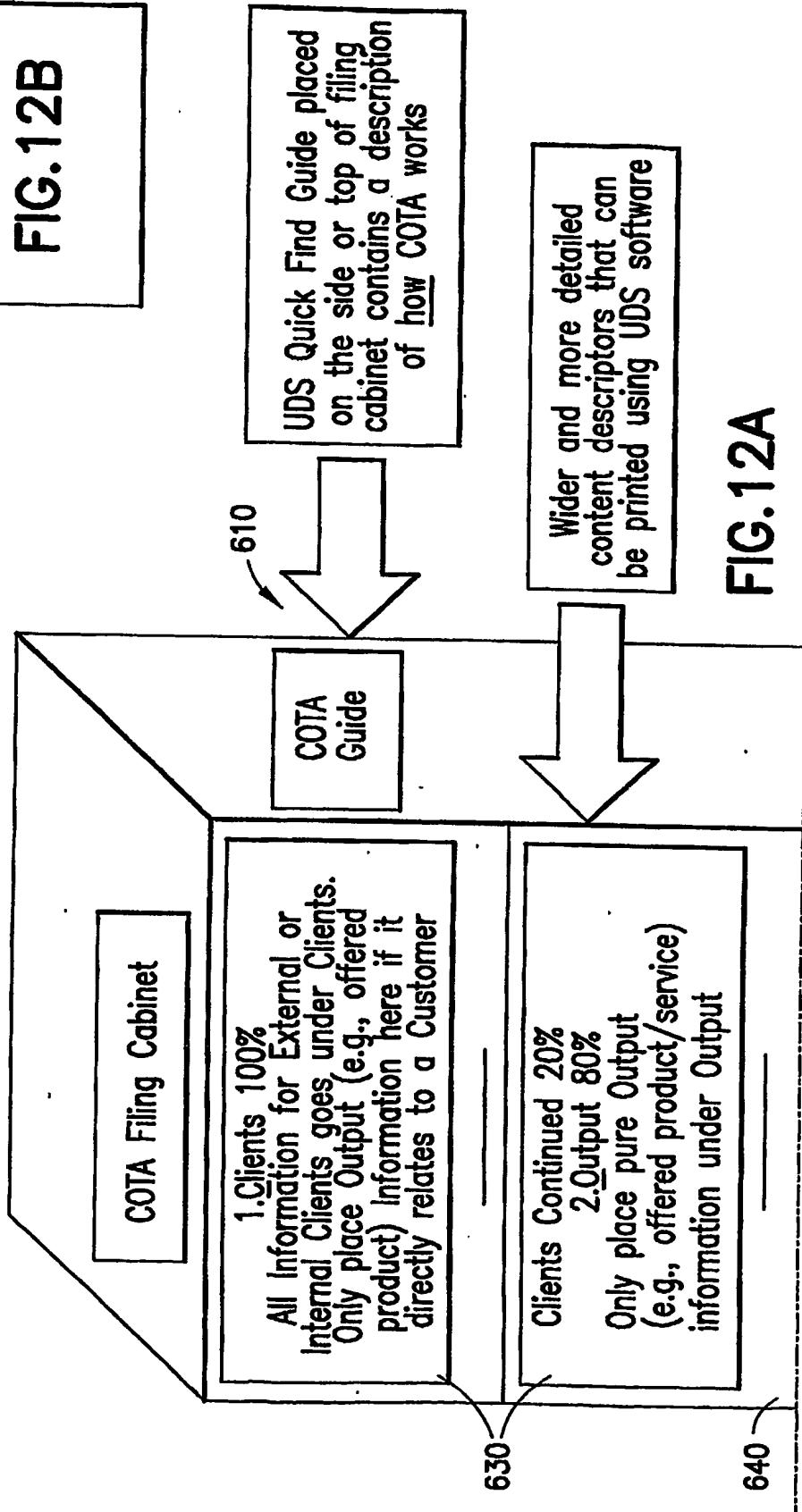
SUBSTITUTE SHEET (RULE 26).

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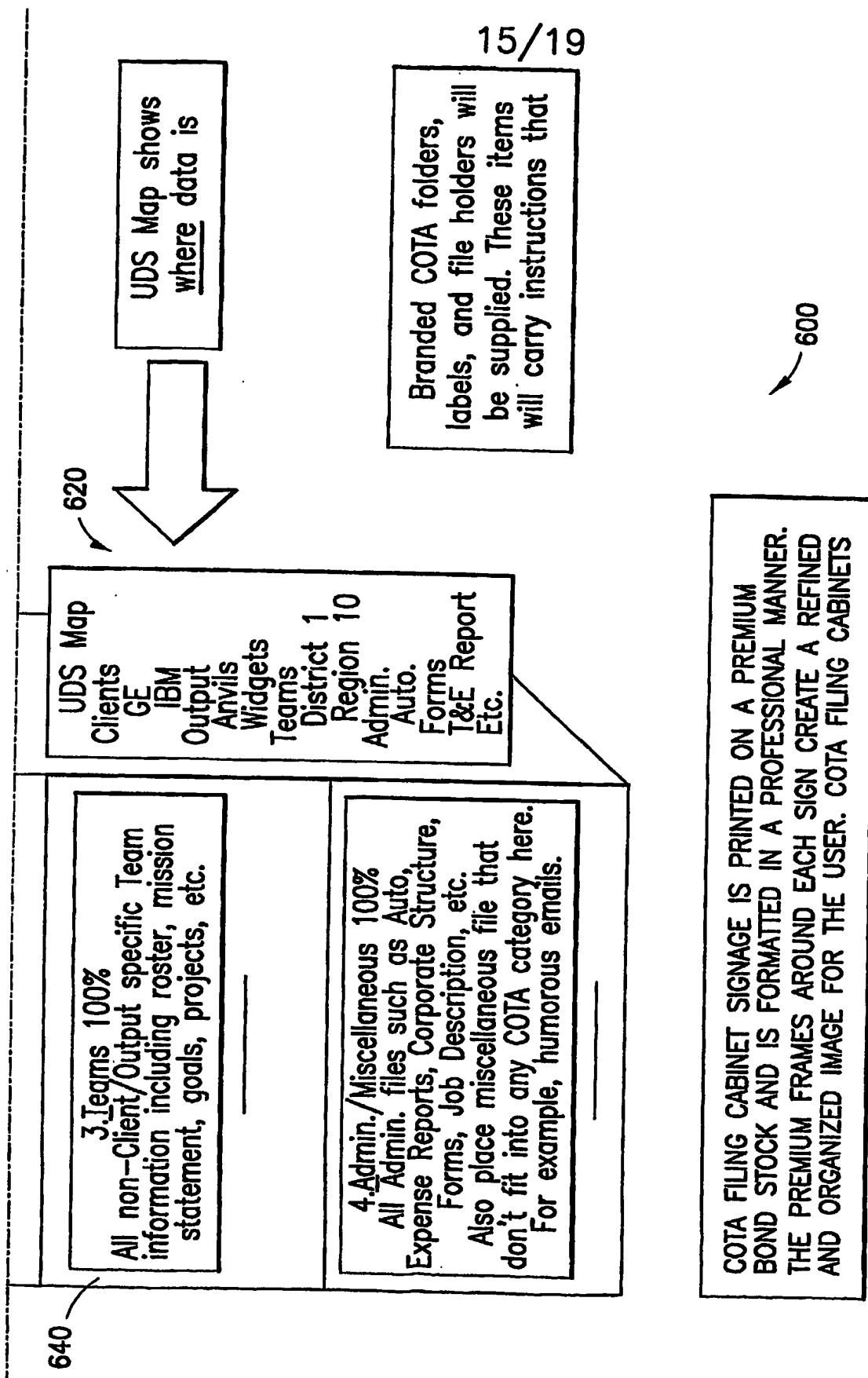
FIG. 12A

FIG. 12B

FIG. 12



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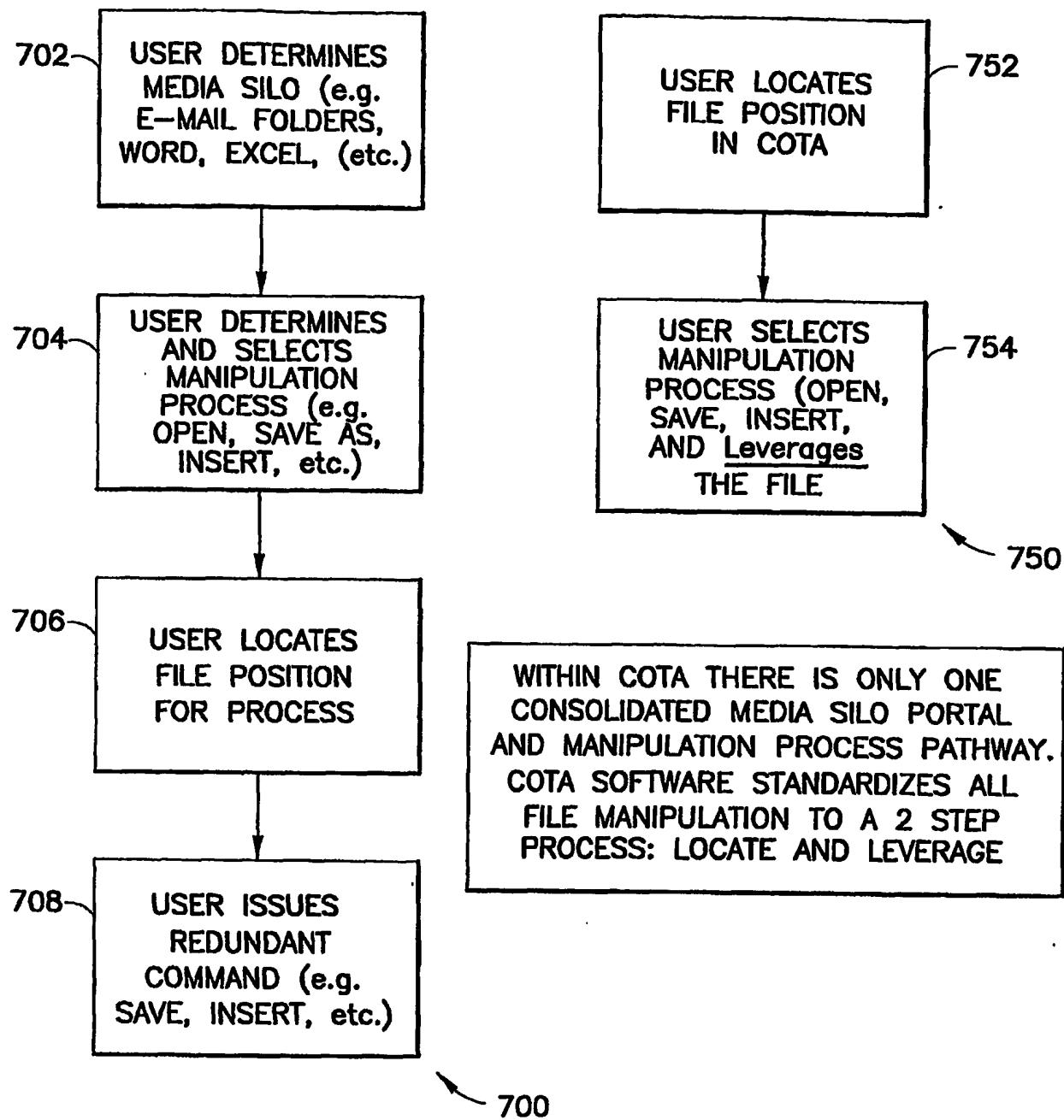


FIG.13

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FIG. 14A-1**FIG. 14A****FIG. 14A-1**

CREATE PROTOTYPE
UDS MAP AND
GAIN BUY IN FROM
CONVERSION GROUP

BACK UP DATA ON
ZIP DRIVE, SERVER,
D:DRIVE etc. & SET
AND LOCK IN
EXPLORER SETTINGS

CREATE UDS FOLDERS AT LEVEL 1-2.
FOR COTA PRO THIS WOULD BE
COTA PRO WITH SUBFOLDERS:
1.CLIENTS 2.OUTPUT 3.TEAMS,
AND 4.ADMIN.

AT LEVEL 3 AND UP ADD
STANDARD UDS FOLDERS
SUCH AS GENERAL TOPIC
FOLDERS & CUSTOM FOLDERS
SPECIFIED BY USER TEAM

PRIORITIZE SUB-FOLDERS
BY ADDING NUMERICAL
HEADINGS TO BRING THEM
TO TOP OF FOLDER

ESTABLISH RULES OF UDS
OPERATION THROUGHOUT
IMPLEMENTATION PROCESS
TO INSURE MAXIMUM QUALITY
OF DATA REPOSITORY

DETERMINE ALL KINDS OF
DOCUMENTS, SOFTWARE,
APPLICATIONS, etc. THAT
CAN BE STORED IN THE UDS.
(e.g. SPREADSHEETS, etc.)

HARD DRIVE
CONVERSION STEP
1: PURGE ALL
USELESS
DOCUMENTS

HD CONVERSION STEP 2:
SAVE DATA THAT IS ALMOST
USELESS TO LONG TERM
STORAGE SUB-FOLDERS
(e.g. 1998 DOCS)

FIG. 14A-2

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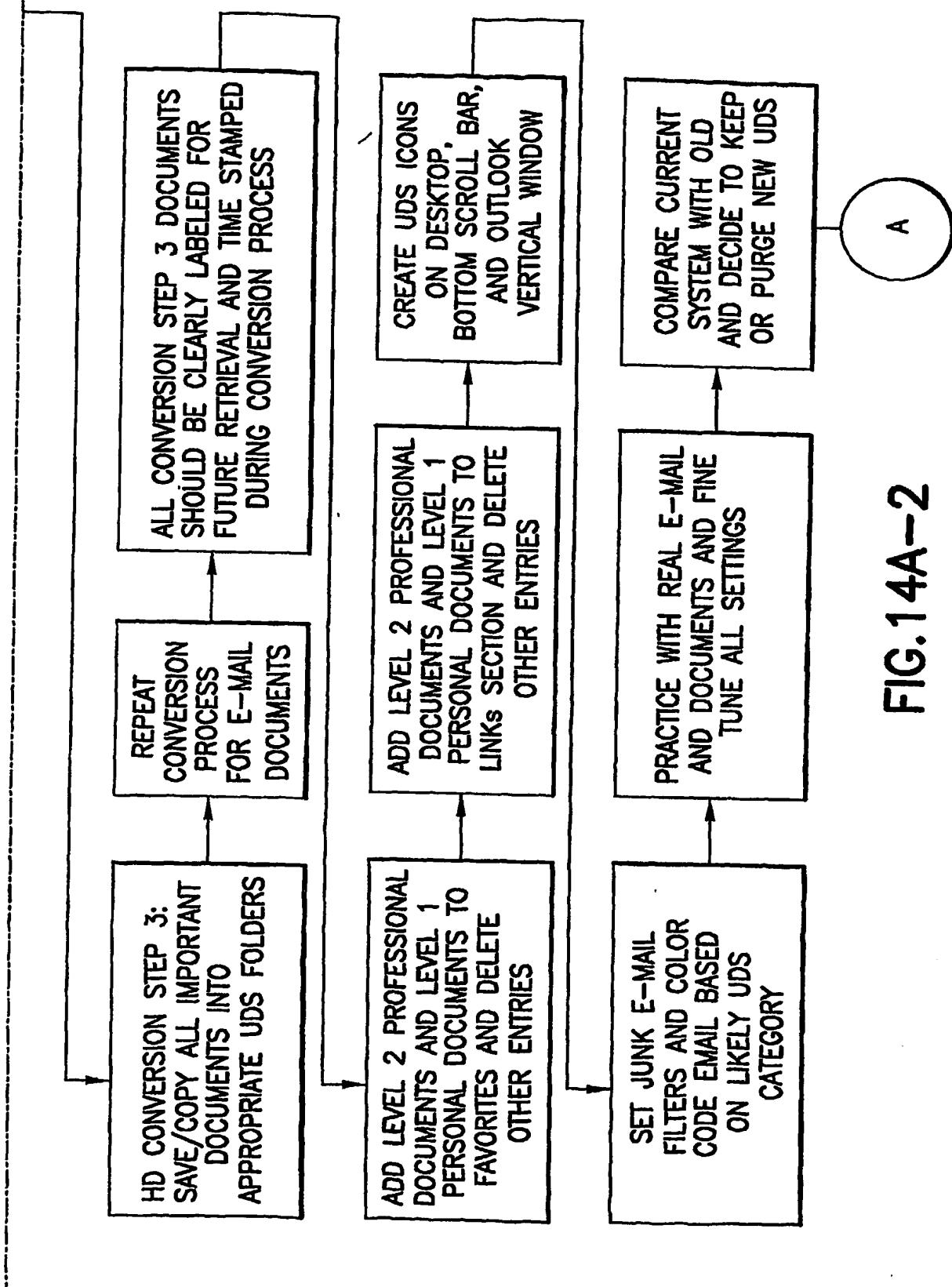


FIG. 14A-2

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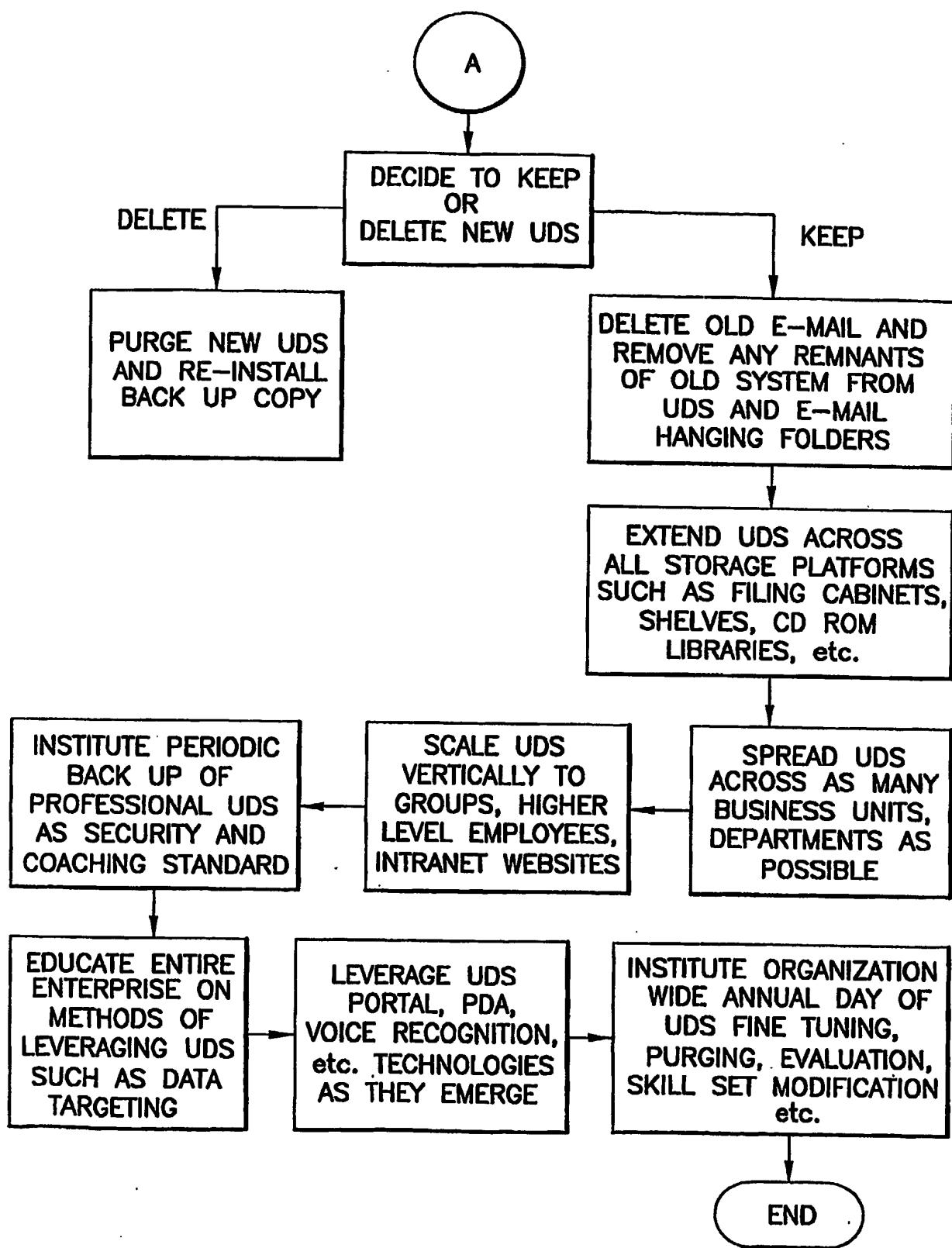


FIG.14B